

**CITY COUNCIL OF THE CITY OF SAN DIEGO  
SUPPLEMENTAL DOCKET NUMBER 2  
FOR THE REGULAR MEETING OF  
TUESDAY, OCTOBER 15, 2013  
CITY ADMINISTRATION BUILDING  
COUNCIL CHAMBERS – 12<sup>TH</sup> FLOOR  
202 “C” STREET  
SAN DIEGO, CA 92101**  
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**ADOPTION AGENDA, DISCUSSION, OTHER LEGISLATIVE ITEMS  
ORDINANCES TO BE INTRODUCED:**

**The following item will be considered in the afternoon session which is scheduled to begin at 2:00 p.m.**

ITEM-S501: First Amendment to the Memorandum of Understanding with Staples Contract and Commercial, Inc. (Staples) for office supplies.

**ITEM DESCRIPTION:**

This action is the First Amendment to the Agreement with Staples Contract and Commercial, Inc. (Staples) for office supplies. This Amendment increases the additional contract by \$2,000,000 for a total contract amount of \$9,986,972. In addition, the Amendment will extend the contract end date to May 31, 2014. The purpose of the Amendment is to provide additional funding for the purchase of office supplies from Staples for FY14 and allow Purchasing and Contracting (P&C) time to conduct the solicitation process to contract for office products for FY15.

**STAFF'S RECOMMENDATION:**

Introduce the following ordinance:

(O-2014-49)

Introduction of an Ordinance authorizing the Council President, in his capacity under Charter Section 265(i), or his designee, to execute, for and on behalf of the City, an Amendment to the Memorandum of Understanding (MOU) between the City and Staples Contract and Commercial, Inc. (Staples), on file in the Office of the City Clerk as Document No. RR-303602;

Authorizing the Chief Financial Officer to appropriate and expend an amount not to exceed \$2,000,000 solely and exclusively, to provide funds for the above referenced contract with Staples, contingent upon the Chief Financial Officer furnishing a certificate certifying that funds necessary for the expenditure are, or will be, on deposit with the City Treasurer;

Authorizing the Chief Financial Officer, upon advice from the administering department, to transfer excess funds, if any, to the appropriate reserves.

**NOTE: 6 votes required pursuant to Section 99 of the City Charter.**

**STAFF SUPPORTING INFORMATION:**

**FISCAL CONSIDERATIONS:**

The total cost of the additional one-year term for Fiscal Year 2014 is not-to-exceed \$2,000,000. This includes approximately \$393,722 in expenses incurred to-date, \$604,278 in encumbrances for future purchases, and sales tax. The expenses incurred to-date include payments for FY 2013 end-of-year purchases. Office supply purchases are funded through the Operating Budget of the department purchasing the office supplies. Staples will pay the City a volume rebate of the City's Net Sales annually within thirty (30) calendar days calculated at 5% of net sales exceeding \$750,000, or as otherwise agreed to in writing.

**PREVIOUS COUNCIL AND/OR COMMITTEE ACTION:**

On April 24, 2008, the City Council approved San Diego Resolution No. R-303602, which authorized the City to enter into a Memorandum of Understanding (MOU) with Staples Business Advantage (Staples) to furnish office supplies through a Cooperative Agreement with the National Joint Powers Alliance (NJPA) as Lead Agency (the "Staples Contract").

Harbin/Chadwick

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